

CROOK COUNTY LIBRARY BOARD

October 5, 2016

Hulett Branch Library

The Crook County Library Board met on Wednesday, October 5, 2016 at the Hulett Branch Library. Board members present were Bob Smith, Paulie Jolley, Tami Baron, and Beth Kreuter. Unable to attend this meeting was Maylee Baron-Kanode, an excused absence. Employees present were Jill Mackey, County Library Director, Kim Heaster, Sundance Branch Librarian, Nancy Bowles, Hulett Branch Librarian, and Pam Jespersen, Moorcroft Branch Librarian.

The meeting was called to order by Vice Chairwoman Tami Baron at 1:00 p.m. and began with the Pledge of Allegiance.

After some discussion of the executive session and a change from personnel to litigation as the reason for executive session, Bob moved, and Paulie seconded the motion to approve the agenda. Motion carried.

There were no introductions or correspondence.

Paulie moved, and Bob seconded a motion to accept the meeting minutes from the regularly scheduled meeting from September 7, 2016. Motion carried.

The checklist of expenditures was reviewed. Bob explained a Visa charge being split and some answered questions about the notary fee and total imaging, Beth moved and Paulie seconded a motion for approval of the checklist. Motion carried.

Jill then gave the treasurer's report. As of September 30, 2016, the adjusted checking balance was \$143,374.84. The current balance in checking is \$134,522.44. With the 1-year CD, the total operating funds was \$162,060.95. The total amount of the budget now expended is 22.60%, and \$8654.90 from reserved funds was used. Paulie moved to accept the treasurer's report, and Beth seconded the motion. Motion carried.

Library Reports:

Director's report for October 2016:

Meetings during the month included the library board and foundation meetings, 2 commissioner sessions, county department heads meeting, weekly staff meetings at each library as usual, plus conversations and conference with Wyoming State Library and County Attorney Joe Baron. Took all county library staff to Buffalo for tour of newly-expanded library building – discussion of process for approval of project and sales tax, planning process for building, what was done/not done and what is working/not working now that project is done. Completed the Survey of County Board Finances report for the state auditor and the Annual Report on Permanent Endowment for the state treasurer – still to complete the Annual Statistical Report for the state library and the equipment/furniture inventory of all 3 libraries. I was on vacation the last week of September and will be gone again the last week of October.

Building discussions – asked Moorcroft branch manager to progress with outlet installation, tree removal, and replacement of front and back doors; approved Hulett branch manager contacting electrician for moving electrical cords; in Sundance spoke to Randy Gill about removal of old school boiler building.

Hulett:

•September 2016 for October Board Meeting

Friends of the Library met on September 12. It was the first meeting after summer break. They will be having a membership signup on Oct. 19th during National Friends of the Library Week. Everyone is to bring a new member to join. There was also book discussion.

We held an Adult Coloring Contest. 27 books were handed out, and 16 were entered in the contest. We had them on display and the public voted on them.

We held our first "Craft Day." 5 people attended and made Leaf Bowls. It was fun, so we will try another one next month.

For Library Card sign-up month we had a drawing for Craig Johnson's newest book and you had to have a Library card to enter.

Storytime is going great with 6-8 kids. Echo did a Tea Party theme one week and we had the firemen bring the firetruck to the Library for Fire Prevention Week.

Echo is working on weeding/inventory of k-3 books and Nancy is doing the Biographies.

Nancy attended the Board Meeting in Moorcroft on September 7th, and Echo & Nancy both went to Buffalo for the All Staff Field Trip. The Library was closed as there was no one to work.

Events at the Library for October are:

Going Batty with a Park Ranger

Huge Book Sale

Pumpkin Decorating Contest for Teenagers during Teen read week

Pumpkin Drilling for Adult Craft Time

Friends of the Library Membership Drive

Cream Cheese Baking Contest

Afternoon Movie for Adults

Moorcroft:

Attended the board meeting here on the 7th. The 12th of the month was National Chocolate Shake day, so we served chocolate ice cream, and we served 28 people and gave out handouts for our library. Mandy's were about book club and what she does, Lacey gave a list of the things she does with the kids. Both are doing a coloring contest.

Lacey has begun reading at the elementary twice a week. She has been asked if she would do a separate Story and Craft time for homeschoolers. We are waiting to see if they get organized. Our story hour #'s are down right now, wondering when they will pick up.

We all have done several webinars.

Cindy is working on inventory, finding a few that are gone, or not on the system. It is going pretty well.

I helped with 2 programs at the West Texas Trail Museum. They hosted Duffy Hudson, as Audie Murphy and Gib Young was here once again as Teddy Roosevelt. He of course is an all-time favorite, and different all three times he has been.

We all went to Buffalo, and had a good time. It was very interesting on how they raised their money and how they implemented their plan. Of course Buffalo is beautiful any time.

Mandy and Lacey have coloring contests going, we haven't seen any results.

Mandy and Lacey decorated for banned book week.

We will be closed Columbus Day....

We will decorate a little for homecoming. And October is National Cookie Month, so we are serving cookies every Friday.

Sundance:

Kim's report

Youth news:

- Storytime is going well. This morning the theme was "Oh No! The letter 'O'". We had 13 kids, 3 babies, and 8 adults. Next week Bonnie will be celebrating National Fossil Day and will have geologist Deanna Stever as a special guest. On the 19th Smokey the Bear will join the kids for Fire Prevention, and on the 26th we'll have our Halloween Storytime and Party from 10 to 11.
- Bonnie's school, day care, and preschool outreach visits are going great, with a new addition. The K-2 after school program teachers have asked Bonnie to come and read to the students two days a month.
- The 1000 Books Before Kindergarten kids have been reading like crazy and adding books. We have several that are getting close to 1000 and will soon join the 5 that are already there.

Adult news:

- The Lunch Bunch reading is meeting October 20. They are reading "A Redbird Christmas" by Fannie Flagg.
- Feeders Readers book discussion group is meeting October 25. They are reading "The Blue Sweater" by Jacqueline Novogratz.
- The Friends of the Library had their annual book sale on Monday and Tuesday. Despite the yucky weather they had a good turnout and made approximately \$800. Their next meeting is October 11.
- We had the Merci Train exhibit from the Wyoming State Museum all of September. On Friday it will go to Moorcroft for October and Hulett for November. Sarah Pidgeon did an article in the paper hoping to get more information about Crook County's share of the Wyoming car's artifacts, but we have not had any response yet.

- We had Jerry Barlow the Celtic Guitarist at the High School Auditorium on September 10. There were 40 people that attended.
- Gene Gade did a program on September 23 on “The Indian Wars of 1876”. Forty people came and enjoyed Gene’s talk.

Upcoming events:

- Wyoming Snapshot Day is October 11. We are gathering pictures to send down to the State Library and handing leaves out to our patrons to fill out and tell us “Why they love their library”.
- WLA is planning an e-conference on October 27. We have volunteered to be a Conference Zone Host, and are hoping to have all of our public library staff plus the school librarians. We are working on the details with the State Library.
- The Artmobile from the University of Wyoming Art Museum will be in Crook County October 31 through November 4. Here in Sundance we are expecting approximately 157 students to attend multiple programs on Tuesday and Wednesday, plus the regular Storytime group. The Artmobile will be in Hulett on Thursday and Moorcroft on Friday.
- Rocky Courchaine will be doing a program sometime in November.

In other news:

- Bonnie and I went up to the old Sundance Elementary school to see if they had any items we could use. We got a 10’ long double-sided bookshelf to replace an old one, plus several other items.
- I am still working on weeding the Non-Fiction.
- We are also working on cleaning up our patron records in WorkFlows and removing all patrons that have been inactive for five years or more. So far 85 patrons have been removed.
- All of us at the Sundance Branch plan to order the fleece “READ” jacket. We wanted to know if any board members or staff at the other libraries wanted a jacket.

Foundation Liasion: The Foundation Board meeting was held September 21, 2016.

The Sheridan Library spending policy was adopted by the board. The spending policy will be combined with the investment policy and discussed at the October meeting.

Jill is talking to author Craig Johnson about an appearance in 2017 in the county libraries.

Endowment party discussion was tabled until October.

Fred Devish attended the meeting and seemed quite interested in the board and its activities. He may be a possible new board member.

There have been several donations given the board for various projects. They also have paid out dollars for various projects.

Board Member Reports:

Tami visited with the city person who did heating and cooling and told her who to get hold of for the air conditioner unit. The company is from Gillette.

Old Business:

- The board self-evaluations are to be looked at once a month or so to see where we are and what we should perhaps be doing. This is to be ongoing and a reminder to each of us.

New Business:

- On the calendar for next month, we discussed community collaborations. If there are any community events that we can promote, please let librarians and board members know.
- The emergency plan was discussed. Jill needs to visit with Melanie in Emergency Management. Where does the public go when there is a threat? All the shelters are not open during weekends or after hours.

Review Yearly Calendar:

Since the WLA annual conference was cancelled, Sundance is a Zone Host for the October 27, 2016 session. Board members are welcome. Please let Kim know.

Sundance library will be toured in November.

In accordance to the calendar, a tour of the Hulett Library was taken and a “wish list” was recorded.

Executive Session: Tami moved and Bob seconded that the Board go into executive session to discuss possible litigation at 2:13 p.m. on October 5, 2016.

Adjournment:

With no further business, the regular meeting was adjourned at 2:12 p.m

Next Meeting: November 2, 2016, Wednesday, at 1:00 in Sundance.

Respectfully submitted,

Beth Kreuter

